

***NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 31-104-01
JANUARY, 2004***

***Financial Management and Budget
Travel***

FOREIGN TRAVEL SUBMISSION PROCEDURES

NOTICE: This publication is available at: <http://www.nmfs.noaa.gov/directives/>.

OPR: F/MB (B. Pawlak)
(G.Reisner)

Certified by: F/MB

Type of Issuance: Initial (partial renewal - 01/06 - revision under development)

SUMMARY OF REVISIONS:

Signed _____
[Approving Authority name] Date
[Approving Authority title]

MEMORANDUM FOR: Regional Administrators
Science Directors
Office Directors
Foreign Travel Contacts

FROM: John Oliver
Deputy Assistant Administrator for Operations

SUBJECT: Foreign Travel Submission Procedures

The NOAA/NMFS Foreign Travel office is experiencing an increase in the number of travel requests without proper lead time. I recognize that certain circumstances may arise which require expeditious processing, and that sometimes proper lead time cannot be given. Many of the late travel requests, however, are due to poor planning or internal delays in submitting the orders.

Please adhere to the following lead time procedures and to consider the procedures when scheduling activities abroad.

- a. Two to three weeks minimum lead time for travel into Canada and other countries where an official passport is required (with the exception of Pacific Salmon Commission Members).
- b. Three to four weeks lead time for travel into Mexico since an official passport is required, however, a visa is not.
- c. Four to five weeks minimum for travel to countries which require a visa where the visa issuance time is within a week.
- d. Five weeks lead time for travelers going to China, Russia, Indonesia, Cuba, Nigeria, and Taiwan, since these embassies take weeks to issue visas.
- e. Four weeks are needed to renew an official passport and at least six weeks are needed for new applicants to obtain first time passports.

If the time frames stated above cannot be met, a memorandum of explanation from the traveler's Deputy Office Director, Deputy Regional Administrator, or Deputy Science Director, must be submitted with the travel package stating the circumstances surrounding the request for expedited service. Enforcement employees, Turtle Excluder Device Team Members and Fishery Inspectors are the only NMFS employees who are exempt due to the nature of their work.

Adhering to these procedures will alleviate some of the burden on the foreign travel office, and allow travelers who are submitting their orders with proper lead time to receive them back much sooner. Your cooperation is greatly appreciated. If you have any questions, please contact Ann Kebeck on (301) 713-0155.